



# **SUPERIOR COURT**

## **COUNTY OF MADERA, STATE OF CALIFORNIA**

### **ANNOUNCEMENT OF EXAMINATION**

**CUSTODIAN**  
**Monthly Salary: \$2,125 - \$2,583**

**Final Filing Date: October 18, 2016 by 12 noon**

#### **THE POSITION**

Under general direction, independently performs a full range of custodial duties to keep court facilities maintained in a clean and sanitary condition; performs related work as required.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **IMPORTANT AND ESSENTIAL DUTIES:**

- Sweeps, mops, scrubs, and polishes floors in all areas.
- Spot cleans carpets.
- Dusts and polishes furniture and woodwork in all areas.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, blinds, furniture and light fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Strips, seals and buffs floors.
- Closes windows, turns off lights, and locks doors to secure buildings.
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.
- Reports needed repairs to building services coordinator.
- May set up meeting rooms and rearrange furniture.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Standard safety and safe work practices.
- Equipment, tools and materials used in custodial work including cleaning materials and disinfectants and the effects of these compounds on surfaces.
- Safe operation of a variety of cleaning equipment, tools and hazardous waste removal.
- Hazards associated with cleaning compounds/agents.

*An Equal Employment Opportunity/Affirmative Action Employer*

**Skill to:**

- Operate a motor vehicle safely.

**Ability to:**

- Clean and care for court buildings and equipment.
- Travel to all court locations.
- Understand and follow written and oral instructions.
- Use a variety of janitorial equipment and materials.
- Work with minimal supervision.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Provide services in the most effective and efficient manner.

**OTHER JOB RELATED DUTIES:**

- Performs related duties and responsibilities as assigned.

**WORKING CONDITIONS**

- Must be available to work evening, weekend hours and emergency call out.
- Work around cleaning supplies.
- Wear specified safety equipment when necessary.

**MINIMUM QUALIFICATIONS**

Equivalent to graduation from high school and one year of experience that involves industrial or office janitorial services.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to cold, heat, outdoors, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**LICENSE OR CERTIFICATE:**

Possession of valid driver's license and the ability to maintain insurability.

**BACKGROUND CHECK REQUIREMENTS:**

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

**EMPLOYEE BENEFITS:**

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of the health insurance premium for employee and 50% for either two-party or family coverage.

**EXAMINATION PROCESS:** A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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**APPLICATION PROCESS:**

Please review the [Application Guidelines](#) for requirements. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) or by visiting the Madera Superior Court Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

**MAILED APPLICATIONS:**

If an application is mailed, the application must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court  
Human Resources Division  
200 South G Street, Madera, Ca 93637**

**NOTE: Postmarks, emails and faxes are not accepted.**

**ADA ACCOMMODATIONS:**

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559)416-5517.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.**

**Revised September 26, 2016**